

# Organizational Success Checklist

Developed by the Kansas Arts Commission  
Spring 2009

**YES NO**

## BOARD OF DIRECTORS

- |   |                          |                          |
|---|--------------------------|--------------------------|
| Does your board know its roles and responsibilities as a governing and policy-making body?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all the members of the board follow these policies?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the board review the organization's bylaws regularly and update them as needed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the board have, and does it follow, a conflict of interest policy?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the board have a "give or get" policy?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all the board members serve as ambassadors and advocate for the organization with the community and elected and business leadership? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the board hold itself accountable?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the board treat the CEO with respect and collegiality?   | <input type="checkbox"/> | <input type="checkbox"/> |

## STAFF

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Are staff members fairly and reasonably compensated (at least the federal minimum wage)?             | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a succession plan in place to organizational leadership?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there staff policies and job descriptions, and are staff members evaluated regularly and fairly? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the staff have, and does it follow, conflict of interest policies?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the staff sufficiently and adequately trained to do its work?                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the staff have adequate offices and equipment to do its job?                                    | <input type="checkbox"/> | <input type="checkbox"/> |

## PLANNING AND RESOURCE DEVELOPMENT

- |   |                          |                          |
|---|--------------------------|--------------------------|
| Has the organization engaged in financial and strategic planning within the last two years? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the plan regularly examined and updated?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the plan reasonable and achievable? Does it respond to community needs and desires?      | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there sufficient resources to achieve the plans?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are resources diversified and sustainable?  |                          |                          |

*Do Not Submit – For Applicant's Internal Use Only*

Does the organization have a cash reserve (endowment usually not necessary!)	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization have a fundraising plan that is used?		
Is fundraising relationship-based?	<input type="checkbox"/>	<input type="checkbox"/>
Are grants written professionally and submitted on time, and are final reports submitted on time?	<input type="checkbox"/>	<input type="checkbox"/>
<b>MARKETING</b>	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization know and understand its audience?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization conduct regular research about best ways to market?	<input type="checkbox"/>	<input type="checkbox"/>
Are the organization's website and other technology updated, current, easy to navigate and do they represent the organization well?	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient resources to market appropriately?	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMMUNITY SERVICE AND PROGRAMMING</b>	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization regularly look "outward" to see how it can better serve the community?	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, are education programs standards-based and do they involve educators in planning?		
Does the organization have appropriate partners to achieve its goals?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization plan and evaluate appropriately and utilize evaluations to inform and change programs as well as to determine impact of programs?	<input type="checkbox"/>	<input type="checkbox"/>
Are resources adequate to accomplish programs?	<input type="checkbox"/>	<input type="checkbox"/>
Are artists paid fairly and reasonably?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ADVOCACY</b>	<input type="checkbox"/>	<input type="checkbox"/>
Do board members participate in local, state and national arts advocacy?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a written plan for arts advocacy?	<input type="checkbox"/>	<input type="checkbox"/>
Is advocacy training sought or provided?	<input type="checkbox"/>	<input type="checkbox"/>
Is the organization a member of Americans for the Arts and other professional associations?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization regularly invite elected officials (and candidates) to speak at events?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization partner with others to create a strong, unified advocacy voice for local and statewide issues?	<input type="checkbox"/>	<input type="checkbox"/>